

Instructions for Using Bid Response Template

Open Excel

Open Bid Response Template, [click on “Don’t Update if the message appears”](#)

Click on the ECC1-B&W tab at the bottom of the sheet

*The color (Yellow & Green) coded cells are the only cells into which you will enter data. **IMPORTANT:** Green is for Numeric entries and Yellow is for text entries.*

1. In cell B2 enter the brand of the machine you are proposing
2. In cell B3 enter the model of machine you are proposing
3. In cell B4 enter the Copies/Prints per minute of the machine you are proposing
4. Cells A10-B25 contain the Basic Unit Minimum Specifications which must be included for each specific category of machine in order for the machine to qualify for the category requirement.
5. In Cell C29 enter the single unit total cash price (excluding tax) for the machine that meets the “Minimum Base Unit Specifications”.
6. In cells D27, E27 & F27 enter your 36, 48 & 60 month lease factors reflecting a “Municipal Lease Factor”.
7. Insert the cash price for each Option (excluding tax) in the corresponding row in column C – **THESE ARE NUMERIC CELLS ONLY, DO NOT PLACE TEXT IN THESE CELLS.** Lease prices will be automatically calculated. If the option item is included in the “Minimum Base Unit Specification” pricing indicate **“included with basic” unit price in Column G** “Model Number and Comments”. If the item requested is not offered indicate **not offered in column G** “Model Number and Comments”. For all options priced be sure to list the model number as it is represented on the product brochure in column G
8. Any other notes or comments that you wish to or are instructed to include should be inserted in column G on the row that corresponds to the machine or option that you are referencing.
9. In Column B at the bottom of each template insert the cost per (8.5”x11”) image for B&W All-Inclusive Service and Supplies and if needed per 8.5”x11” color image.
10. Click on the next tab at the bottom of the sheet representing the next category of equipment and repeat numbers 2 - 9
11. When the worksheet is complete, **save it using the existing file name.** For your proposal to be considered a valid bid, the file must be returned as instructed in the Bid with the same name that it had when you received it. **DO NOT RENAME THE FILE!!!!** The Worksheet Must be Returned in “Excel” Format – Not PDF!